

ACOUSTICAL PROGRAM COORDINATOR

Class Definition

Under direction, plans, coordinates, and supervises implementation of the Airports FAR Part 150 Noise Compatibility residential Sound Mitigation Acoustical Remedy Treatment Program in the Airport Projects Section.

Distinguishing Characteristics

The Acoustical Program Coordinator is a single class position in the Department of Airports. Reporting to the Airports Projects Manager, the incumbent works independently, exercising considerable latitude and judgment in marketing and public relations, processing applications, directing the inspection staff, and coordinating field operations in the planning, implementing and monitoring of the airport noise mitigation program. Duties also include performing inspections, filing reports, and overseeing contract administration in compliance with Federal Aviation Administration grant requirements.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for these classes.)

Develops, plans, implements, analyzes, and monitors the residential noise mitigation program.

Reviews plans, specifications, and construction contracts; inspects work and processes contract documentation in conformance with established codes and regulations.

Plans, coordinates, supervises, and evaluates the activities of inspection and clerical staff.

Makes recommendations for development and implementation of the program marketing policies, procedures, and installation of mitigation measures.

Processes home owner aviation easements, by verification of property title and vesting, determination of property legal descriptions, development of easement documents, notarization of easements, and forwarding documents to Public Works Department for acceptance.

Consults with the architectural engineering consultants and contractors on proper construction techniques.

Works with the environmental, acoustical, and architectural consultants in performing property surveys, developing specifications and plans, and reviewing home owner designs.

Acoustical Program Coordinator

Works with the Public Works, Administrative Services, and Development Departments, to review plans, develop specifications, bid and award construction contracts, inspect work for contract compliance, process contract documentation, and oversee contract payment procedures.

Acts on behalf of the department in dispute resolution with property owners and contractors.

Represents the department at home owner meetings to provide information about the sound mitigation program.

Prepares daily, weekly, and monthly reports as related to assignments.

Completes construction estimates, checks field changes as-built drawings, and verifies contractor payment request documentation.

Develops and administers safety compliance programs with contractors and staff.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of and familiarity with the rules and regulations of FAR Part 150 Noise Compatibility Program and Federal Aviation Administration rules and regulations regarding the implementation of noise program compliance.

Knowledge of FAR Series 150 Advisory Circulars as they apply to airports and noise compatibility programs.

Knowledge of municipal codes related to residential structures, public works construction management processes related to City code requirements, and pertinent state and local laws.

Basic knowledge of researching property title, vesting, deeds of easement, and legal descriptions.

Knowledge of construction materials, methods and practices involved in residential construction, and inspection procedures.

Knowledge of Labor Standards compliance requirements.

Knowledge of the principles and practices of effective employee supervision, including selection, training, and work evaluation.

Ability to work under strict deadlines and focus on multiple priorities, as well as, plan, coordinate, and schedule the work of others.

Ability to interpret and apply government codes and regulations, and exercise sound judgment within general policy guidelines and operating parameters.

Ability to analyze a variety of administrative and public relations problems and make sound policy and procedural decisions.

Ability to interpret construction plans and specifications; determine whether installations are in conformance with plans and applicable codes; enforce the provisions of specifications with firmness and impartially; and detect substandard design, materials, and workmanship in construction projects.

Ability to prepare clear, concise, and comprehensive reports, correspondence, and other written materials using a variety of computer business software applications.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to make clear and persuasive oral arguments and public presentations.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in architecture, engineering, or closely related field; and five years of construction management or construction trades experience, which included a minimum of two years at the journey/lead level or above (experience as a general contractor or construction superintendent for housing rehabilitation, remodeling, or construction is highly desirable). Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License is required at time of appointment.

Be or become a California Notary Public within 90 days from date of hire.

APPROVED: _____
Director

DATE: _____